



Navy Directives

Capitalization, Acronyms, and Wording

Presented By:
DNS-15



INTRODUCTION



Capitalization, Acronym, and Wording Resources

- Department of Defense Dictionary of Military and Associated Terms, JP 1-02 (http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf): *acronyms, definition of acronyms and capitalization*
- Navy Doctrine Library System (NDLS) (<https://ndls.nwdc.navy.mil/Terminology.aspx>) - CAC enabled – “Terminology” tab. Contains the Navy Supplement to the JP 1-02 (NTRP 1-02) and the Marine Corps Supplement to the JP 1-02 (MCRP 5-12C): *acronyms, definition of acronyms and capitalization*
- U.S. Government Printing Office (GPO) Style Manual, (<http://www.gpo.gov/fdsys/granule/GPO-STYLEMANUAL-2008/GPO-STYLEMANUAL-2008-5>) : *capitalization, spelling, punctuation, use of numerals, signs and symbols, format of phone numbers*
- Writing Style Guide and Preferred Usage for DoD Issuances (http://www.dtic.mil/whs/directives/corres/writing/Writing_Style_Guide.pdf): *acronyms/abbreviations, definitions, terminology, wording*
- U.S. Navy Style Guide (http://www.navy.mil/submit/view_styleguide.asp?sort=A): *capitalization, acronyms, spelling, terminology, wording*

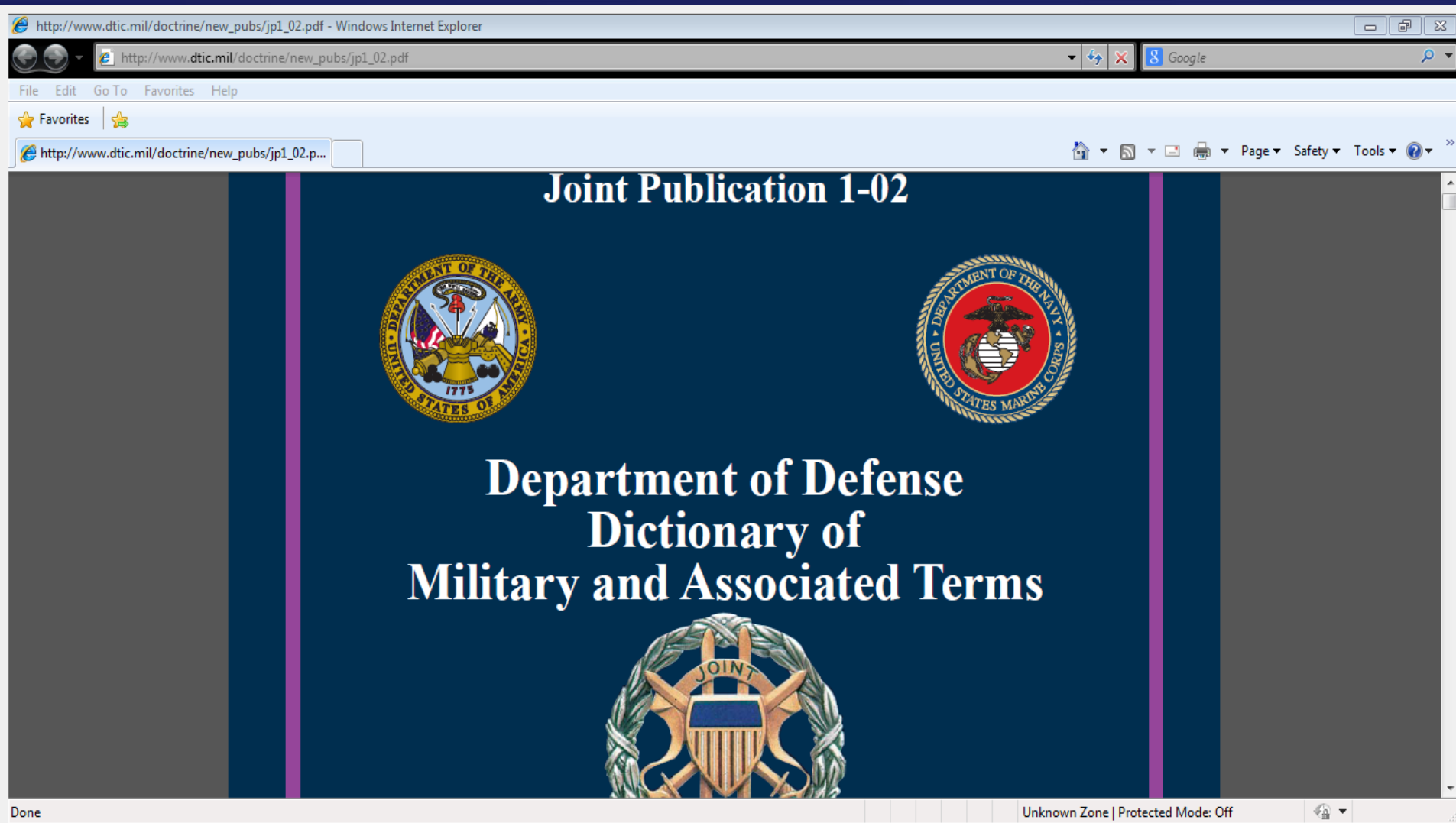


Capitalization, Acronym, and Wording Resources – Cont.

- OPNAVINST 5215.17, OPNAV Directives Program
(<http://doni.documentservices.dla.mil/Directives/05000%20General%20Management%20Security%20and%20Safety%20Services/05-200%20Management%20Program%20and%20Techniques%20Services/5215.17.pdf>): *rules of capitalization in Navy directives*
- SECNAV Manual 5216.5, Department of the Navy Correspondence Manual
(<http://doni.documentservices.dla.mil/SECNAV%20Manuals1/5216.5.pdf>): *acronym usage, font, format/outline, citation of references, enclosures*
- Standard Navy Distribution List (SNDL), OPNAVINST 5400.45
(<http://doni.documentservices.dla.mil/sndl.aspx>): *abbreviation of command, activities, squadrons, etc.*
- Federal Plain Language Guideline:
(<http://www.plainlanguage.gov/howto/guidelines/FederalPLGuidelines/FederalPLGuidelines.pdf>): *wording*

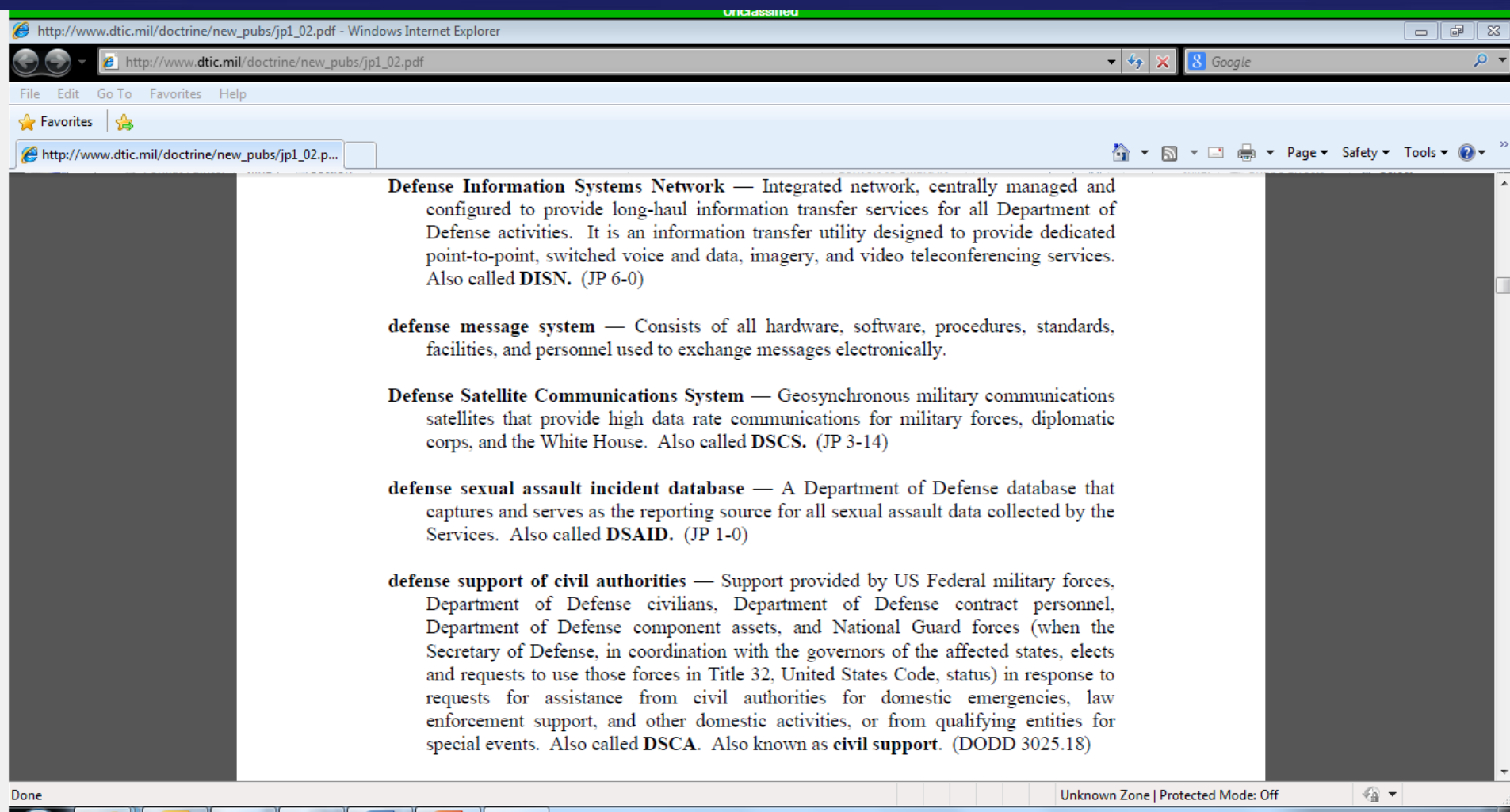


JP 1-02





JP 1-02





JP 1-02 Example

http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf - Windows Internet Explorer

http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf

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Favorites

http://www.dtic.mil/doctrine/new_pubs/jp1_02.p...

Page Safety Tools

TACT	tactical aviation control team
TACTRAGRULANT	Tactical Training Group, Atlantic
TAD	tactical air direction; temporary additional duty (non-unit-related personnel); theater air defense; time available for delivery
TADC	tactical air direction center
TADCS	tactical airborne digital camera system
TADS	Tactical Air Defense System; target acquisition system and designation sight
TAES	theater aeromedical evacuation system
TAF	tactical air force
TAFDS	tactical airfield fuel dispensing system
TAFIM	technical architecture framework for information management
TAFS	tactical aerodrome forecasts
TAFT	technical assistance field team
TAG	technical assessment group; technical assistance group; the adjutant general; Tomahawk land-attack missile aimpoint graphic
T-AGOS	tactical auxiliary general ocean surveillance
TAGS	theater air-ground system
T-AH	hospital ship

unit calculate OPTEMPO in the same manner as ships. However, OPTEMPO for staffs, squadrons, and units that routinely deploy as ad hoc detachments (without an assigned unit identification code (UIC)) or are assigned temporary additional duty (TAD) will count detachments toward OPTEMPO when a simple majority of the unit is assigned to the detachment or TAD.



NDLS

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NAVY DOCTRINE LIBRARY SYSTEM
NAVY WARFARE PUBLICATIONS

Home Library **Terminology** Tactical Tasks Links

NTRP 1-02 - Navy Supplement to the DOD Dictionary of Military and Associated Terms
MCRP 5-12C - Marine Corps Supplement to the DOD Dictionary of Military and Associated Terms
(Last updated on 4/4/2014)

View NTRP 1-02 View MCRP 5-12C JP 1-02

View Index of
☐ Navy ☐ Marine ☒ All
☐ Terms ☐ Acronyms ☒ All

0-9 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ?

Begins With Search search Terms/Acronyms Search

749 Record(s) found.

Term/Acronym	Definition	Service	Type
N-1	Navy component manpower or personnel staff officer	Navy	Acronym
N-2	intelligence officer; Navy intelligence staff officer; Navy staff intelligence directorate	Navy	Acronym

Done

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Navy Doctrine Library System

NA	nation assistance; needs analysis; not applicable	Navy	Acronym
NAAK	nerve agent antidote kit	Navy	Acronym
NAAQS	National Ambient Air Quality Standards	Navy	Acronym
NAASW	nonacoustic antisubmarine warfare	Navy	Acronym
NAB	naval amphibious base	USN/USMC	Acronym
NAC	national agency check; neighborhood action council; normal approach course	Navy	Acronym
NACHB	Navy air cargo handling battalion	Navy	Acronym
NACI	National Agency Check Inquiry	Navy	Acronym
NAD	North American datum (used for geographic reference)	Navy	Acronym
NADEP	naval aircraft depot	Navy	Acronym
NADGE	NATO air defense ground environment	Marine	Acronym
NADR	Nonproliferation, Antiterrorism, Demining, and Related (Programs)	Navy	Acronym
NAEC	Naval Air Engineering Center	Navy	Acronym
NAEC-ENG	Naval Air Engineering Center-Engineering	Navy	Acronym
NAF	nonappropriated funds; numbered air force	Navy	Acronym
NAFI	nonappropriated fund instrumentality	Navy	Acronym
NAG	northern Arabian Gulf	Navy	Acronym
NAI	named area of interest	USN/USMC	Acronym
NALC	Naval Ammunition Logistics Center; Navy ammunition logistics code	Navy	Acronym
NALCOMIS	Naval Aviation Logistics Command Management Information System	USN/USMC	Acronym
NALE	naval and amphibious liaison element; Navy-Air Force liaison element	Navy	Acronym
NALMEB	Norwegian air-landed Marine expeditionary brigade	Marine	Acronym
NALO	Naval Aviation Logistics Office (USMC); Navy Air Logistics Office	USN/USMC	Acronym

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Capitalization and Acronym Example

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Navy Doctrine Library System

NOS	normal operating state	Navy	Acronym
NOSC	Navy operational support center; network operations and security center	Navy	Acronym
NOSE	National Open Source Enterprise	Navy	Acronym
NOSSA	Naval Ordnance Safety and Security Activity	Navy	Acronym
NOSSP	Navy Ocean Sound Speed Prediction	Navy	Acronym
NOST	Navy Operations Security Support Team	Navy	Acronym
NOSTRA	Naval Ophthalmic Support and Training Activity (USN)	Navy	Acronym
NOSWC	Naval Oceanography Special Warfare Center	Navy	Acronym
not mission-capable, maintenance (NMCM)	See DOD Dictionary (JP 1-02).	Navy	Term
not mission-capable, supply (NMCS)	See DOD Dictionary (JP 1-02).	Navy	Term
not ready for issue (NRFI)	In naval supply, a term applied to items that are not in a condition to satisfy the purpose for which intended because of failure or	Navy	Term

.....(1) Commanders and OICs of all Navy activities are responsible to report PERSTEMPO events in the ITEMPO system. Navy leadership must become personally involved to ensure PERSTEMPO events are accurately reported on time. For RC personnel, Navy operational support center (NOSC) commanding officers are responsible for reporting on Reservists assigned to training reserve UIC associated with their NOSC.



U.S. Government Printing Office (GPO) Style Manual

3. Capitalization Rules

(See also Chapter 4 "Capitalization Examples" and Chapter 9 "Abbreviations and Letter Symbols")

- 3.1. It is impossible to give rules that will cover every conceivable problem in capitalization, but, by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given in Chapter 4 will serve as a guide. Obviously such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.



GPO Examples – Cont. 1

- 3.9. A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.38.)

abstract B
act of 1928
amendment 5
apartment 2
appendix C
article 1
book II
chapter III
chart B
class I
collection 6
column 2
drawing 6
exhibit D

figure 7
first district (not
congressional)
flight 007
graph 8
group 7
history 301
mile 7.5
page 2
paragraph 4
part I
phase 3
plate IV
region 3

room A722
rule 8
schedule K
section 3
signature 4
spring 1926
station 27
table 4
title IV
treaty of 1919
volume X
war of 1914
ward 2



GPO Examples – Cont. 2

Names of organized bodies

- 3.17. The full names of existing or proposed organized bodies and their shortened names are capitalized; other substitutes, which are most often regarded as common nouns, are capitalized only in certain specified instances to indicate preeminence or distinction.

National governmental units:

U.S. Navy: the Navy; the Marine Corps; Navy (Naval) Establishment; Navy officer; *but* naval shipyard; naval officer; naval station



GPO Examples – Cont. 3

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

- United States: the Republic; the Nation; the Union; the Government; also Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace
- New York State: the State, a State (a definite political subdivision of first rank)

3.20. The similar designations *commonwealth*, *confederation* (*federal*), *government*, *nation* (*national*), *powers*, *republic*, etc., are capitalized only if used as part of proper names, as proper names, or as proper adjectives.

- Cherokee Nation: the nation; *but* Greek nation; American nations
- National Government (of any specific nation); *but* national customs
- Allied Powers, Allies (in World Wars I and II); *but* our allies, weaker allies;
- Central Powers (in World War I); *but* the powers; European powers
- Republic of South Africa: the Republic; *but* republic (in general sense)



GPO Examples – Cont. 4

Names of regions, localities, and geographic features

3.21. A descriptive term used to denote a definite region, locality, or geographic feature is a proper name and is therefore capitalized; also for temporary distinction a coined name of a region is capitalized.

the North Atlantic States

Eastern North Central States

Far Western States

Eastern United States

the Eastern Shore (Chesapeake Bay)

Middle East

the Continent (continental Europe)

the Western Hemisphere

the North Pole

Lower East Side (sections of
the Badlands (SD and NE) a city)

3.22. A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west

northerly; northern; northward

southern California

eastern region; western region

east coast; eastern seaboard

northern Italy

but East Germany; West Germany
(former political entities)



GPO Examples – Cont. 5

Names of calendar divisions

3.23. The names of calendar divisions are capitalized.

January; February; March; etc.

Monday; Tuesday; Wednesday; etc.

but spring; summer; autumn (fall); winter

3.30. Capitalize the names of the celestial bodies as well as the planets.

Sun

Earth

Venus

Moon

Mercury

Mars

Jupiter

Uranus

but the moons of Jupiter

Saturn

Neptune

Historical or political events

3.31. Names of historical or political events used as a proper name are capitalized.

Battle of Bunker Hill

Middle Ages

Revolution, the

Dust Bowl

Fall of Rome

American, 1775

Great Depression

English, 1688

but Korean war; cold war; Vietnam war; gulf war



GPO Examples – Cont. 6

Titles of persons

3.34. Civil, religious, military, and professional titles, as well as those of nobility, immediately preceding a name are capitalized.

President Bush

Dr. Bellinger

Queen Elizabeth II

Nurse Joyce Norton

Lieutenant Fowler

but baseball player Ripken; maintenance man Flow; foreman Collins

3.35. To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

- Title of a head or assistant head of state: George W. Bush, President of the United States: the President
- Title of a head or assistant head of an existing or a proposed National governmental unit: Condoleezza Rice, Secretary of State: the Secretary



GPO Examples – Cont. 7

- Titles of the military: Admiral Michael Mullen, Chairman, Joint Chiefs of Staff; Joint Chiefs of Staff; *but* the commanding general; general (military title standing alone not capitalized)
- Titles not capitalized: Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral; Steven Knapp, president of The George Washington University



Writing Style Guide and Preferred Usage For DoD Issuances

- Write terms out the first time they appear in the text and place the abbreviation or acronym in parenthesis following it. Use the acronym consistently thereafter: don't repeat the term.
- Per the Plain Writing Act of 2010, consider not using acronyms if the term is used infrequently in the issuance.
- The acronym "U.S." may be used in the adjective form only. Spell out "United States" when using the noun form (also rule 9-10 of the GPO).
- Combatant command acronyms:
 - The Combatant Commands are legally named "United States Central Command," "United States Joint Forces Command," etc. The acronyms therefore are: USCENTCOM, USEUCOM, USJFCOM, USNORTHCOM, USPACOM, USSOUTHCOM, USSOCOM, USSTRATCOM, and USTRANSCOM.



Writing Style Guide and Preferred Usage For DoD Issuances

- The abbreviation for “combatant command” is “CCMD” – **not** “COCOM.” “COCOM” refers to “(combatant command) command authority” and not to the combatant command.
- The abbreviation for “combatant commander” is “CCDR.”

Article Usage With Abbreviations and Acronyms

- Use of the articles “the,” “a,” and “an” before abbreviations and acronyms will be determined by basic rules of grammar. If an article would appear before the term if it were spelled out, then it most likely will be used before the acronym.
- The use of “a” and “an” depends on the sound of the acronym that follows, not on the first letter. For example, the vowel sound at the beginning of the acronym “MP” (pronounced “em-pea”) requires that “an” be used. However, “a” is used before “MOOTW,” since the acronym’s pronounced “moo-twah.”



OPNAVINST 5215.17

Examples and rules of capitalization per OPNAVINST 5215.17 and GPO

- Page T1-11 : Underlined titles, with the initial letters of the first and main words capitalized, must be used for all major paragraphs; they may be used for subparagraphs

Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per the Secretary of the Navy Manual 5210.1 of January 2012.

- Page 8-2: Each appendix must have a capitalized descriptive title following the appendix designation

APPENDIX A DEFINITIONS

- Page T1-8: For subjects, use normal word order and capitalize every letter

Subj: NAVY DIRECTIVES ISSUANCE SYSTEM

- Page 3-1: Do not capitalize the words “instruction,” “notice,” “change transmittal,” or “directive” when used in the body of a communication. “commanding officer,” “officer in charge,” “command master chief,” and ranks/rates, e.g., “captain,” “commander,” “chief petty officer,” etc., will be lower-cased unless being used with an official title or name. (e.g., Commanding Officer, Naval Station, Somewhere; or Captain Jones or Petty Officer Smith).”



SECNAV M-5216.5

Per SECNAV M-5216.5, chapter 2:

- “Abbreviations and acronyms are one of the most misused aspects of correspondence. When using abbreviations and acronyms the writer must consider the audience. What is familiar to you may not be familiar to the reader. The use of abbreviations and acronyms tends to detract from the content of the correspondence by causing the reader to have to pause, remember what the abbreviation or acronym means, then continue reading.”
- “Established abbreviations are acceptable in all but the most formal writing (e.g., directives).”
- “If you use an acronym, spell it out first and then define the acronym in parentheses. After the initial definition, the acronym may be used without explanation.” In directives, only define an acronym once, unless in a large directive, such as a manual-type instruction where the acronyms may be defined in each chapter.

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as ad hoc detachments (without an assigned unit identification  
code (UIC)) are assigned temporary additional duty (TAD) will  
count detachments toward OPTEMPO when a simple majority of the  
unit is assigned to the detachment or TAD.¶  
¶
```




Acronyms

- Per the Writing Style Guide for DoD Issuances, consider not using acronyms if only cited a few times
- Never used in the subject of directives
- Acronyms are only defined once (exception: can be defined again in sections/chapters of a large directives, like manual-type instructions; and enclosures which can also be considered stand-alone documents)
- If not used more than once, do not use the acronym. Exceptions:
 - All organization codes, and ship, aircraft and submarine designations must be identified, even if only used once. For example: OPNAV Director, Programming (OPNAV N80); amphibious assault ship, multipurpose (LHD); fighter/attack (F/A); and ballistic-missile submarine, nuclear propulsion (SSBN).
 - Technical systems, information technology systems, and computer applications are permitted even if not used again.
 - The acronym “U.S.” as an adjective as per slide #19.



Acronyms (cont.)

- First use is fully defined followed by the appropriate acronym in parentheses:
 - For example: "subject matter expert (SME)"
 - First use is considered within the body of the text, NOT in the subject line, reference block, enclosure block, or table of contents (in a manual-type instruction)
- Do not capitalize the term/definition of an acronym if not normally capitalized
 - ISIC – immediate superior in charge
 - COLA – cost of living adjustment
- Do not make acronyms plural; for example, "commanding officers (CO)"
- For abbreviations for commands, activities, squadrons, etc., use the SNDL PLA long title abbreviations
 - For example, for Commander, Naval Air Forces, use "COMNAVAIRFOR," not "CNAF"



Acronyms (cont.)

The Navy acronym official sources are:

- Department of Defense Dictionary of Military and Associated Terms - JP 1-02 (http://www.dtic.mil/doctrine/new_pubs/jp1_02.pdf)
- Navy Doctrine Library System (NDLS) (<https://ndls.nwdc.navy.mil/Terminology.aspx>) - CAC enabled – “Terminology” tab. Contains the Navy Supplement to the JP 1-02 (NTRP 1-02) and the Marine Corps Supplement to the JP 1-02 (MCRP 5-12C)



Common Acronyms Mistakes

- Acronyms are not official acronyms
 - Not found in the JP 1-02 or NDLS
 - Can be an official acronym from another DoD or Government agency
- The same acronym used for more than one definition
 - AO cannot be used to represent "aviation ordnanceman" and "area of operations" in the same directive
- An acronym is only defined and used once

.....(1) Recorded in joint capabilities requirements manager or electronic Joint Manpower and Personnel System (eJMAPS).¶

Deleted: - (JCRM)

- Acronyms are identified as a plural

instrumental tool for monitoring PERSTEMPO of Sailors is accurate data. The accuracy and timeliness of this data is the responsibility of commanding officers (CO) and officers in charge (OIC).¶



Common Acronyms Mistakes - cont

- For abbreviations for commands, use the SNDL plain language address long title abbreviations
 - Although USFF and NSWC are used in casual correspondence, Navy directives are the most formal form of communication and official SNDL titles must be used

delineated in enclosures (2) and (3) . . . U.S. Fleet Forces Command (USFLTFORCOM), Pacific Fleet (PACFLT), and Naval Special Warfare Command (NAVSPECWARCOM) shall consider potential PERSTEMPO consequences in addition to OPTEMPO metrics when developing and



Wording

- Do not use virgules (“/”) when they can be replaced with “**and**” or “**or**” (e.g., instead of “commands/activities,” use “commands and activities” or “commands or activities”)
- Like acronyms, identify official titles/names of all organization codes at first citation (even if used only once) (e.g., “OPNAV Director, Warfare Integration (OPNAV N2/N6F)”)
- Ensure capitalization is correct – refer to the U.S. Government Printing Office (GPO) Style Manual, (<http://www.gpo.gov/fdsys/granule/GPO-STYLEMANUAL-2008/GPO-STYLEMANUAL-2008-5>) the Navy Style Guide (http://www.navy.mil/submit/view_styleguide.asp?sort=A), and JP 1-02/NTRP 1-02/MCRP 5-12C
- Do not use “in accordance with”; instead use “per,” “by,” “following” or “under”
- Replace “promulgate” with “issue” or “publish”
- Measurements and time are not spelled out – use figures even if less than 10 (e.g., 2 feet by 1 foot 8 inches, 3 days, 5 years) per the GPO. However, do not begin sentences with a numeric number. In this instance, the figure must be spelled out (e.g., instead of “4 years ago, the . . .”, the sentence must start as “Four years ago, the . . .”)



Wording (Cont.)

- Navy directives must be written in the third person, therefore, personal pronouns such as “our,” “we,” “us,” and “you” are not allowed. Instead use “he or she,” “him or her,” “it,” “they,” “their,” “member,” “Sailor,” or “Marine,” etc.
- Be aware when using verb modifiers:
 - Must** - Action is obligated. Per the Federal Plain Language Guideline and the Writing Style Guide and Preferred Usage for DoD Issuances, do not use “shall”
 - Must not** - Action is prohibited
 - Should** - Action is recommended
 - Will** - To denote a required action in the future
 - May** - Action is discretionary
- The term “Web site” can be spelled many different ways, however for Navy directives, it must be spelled “Web site.”
- Contractions must not be used in Navy directives. In lieu of “don’t,” use “do not”; instead of “can’t,” use “cannot,” etc.



Wording (Cont.)

- When using a phone number in a directive, it must follow the format (xxx) xxx-xxxx (such as "(123) 456-7890").
- Dates of directives must include 4-digit years (i.e., YYYY)
- Per the DoD Writing Style Guide, "active duty" includes active duty for training. To exclude the training, use "active duty (other than for training)." The term "active service" is used when referring to military experience that may be credited toward promotion or retirement. Do not use "active duty."
- The term "echelon" is not capitalized and echelon levels are identified with Arabic numerals, not Roman numerals, e.g., echelon 4, not Echelon IV.
- "above," "below," and "following" cannot be used when referring to a specific paragraph or subparagraph. Instead, the particular paragraph(s) or subparagraph(s) must be cited. Such, as ". . . the items listed in subparagraphs 2a(1) through 2a(3) . . ."



Scenario 1

4. Navy Electronic Chart Display Information System (ECDIS) Integrated Product Team (IPT)

a. In accordance with reference (b), the OPNAV N2/N6E shall establish and chair the Navy Electronic Chart Display Information System (ECDIS) Integrated Product Team (IPT), which shall be comprised of representatives from the OPNAV Platform Resource Sponsor; Commander, Operational Test and Evaluation Force (COMOPTEVFOR); Commander, Naval Sea Systems Command (NAVSEA); PEO IWS; NAVSEA Navigation Systems Technical Warrant Holder; Commander, U.S. Fleet Forces Command (CUSFFC); and Platform Type Commander (TYCOM). As indicated in Appendix A, the purpose of a IPT is to promulgate the following documents within a two-year time span:

(1) . . .

(2) . . .; and

(3) . . .

b. The Navy ECDIS IPT won't be allowed to require our enlisted personnel to . . .



Scenario1 - Corrected

4. Navy Electronic Chart Display Information System (ECDIS) Integrated Product Team (IPT)

a. **Per** reference (b), the **Office of the Chief of Naval Operations (OPNAV), Director of Oceanography, Space, and Maritime Domain Awareness (OPNAV N2/N6E)** **must** establish and chair the Navy **ECDIS IPT**, which **will** be comprised of representatives from the OPNAV **p**latform **r**esource **s**ponsor; Commander, Operational Test and Evaluation Force (COMOPTEVFOR); Commander, Naval Sea Systems Command (**COMNAVSEASYS**COM); **Program Executive Office, Integrated Warfare Systems (PEO IWS)**; **COMNAVSEASYS**COM navigation **s**ystems **t**echnical **w**arrant **h**older; Commander, U.S. Fleet Forces Command (**COMUSFLT**FORCOM); and **p**latform **t**ype **c**ommander (TYCOM). As indicated in **a**ppendix A, the purpose of **a**n IPT is to **i**ssue the documents **l**isted in subparagraphs **4a(1) through 4a(3)** within a **2**-year time span:

(1) . . .

(2) . . .; and

(3) . . .

b. The Navy ECDIS IPT **will not** be allowed to require **Navy** enlisted personnel to . . .



Scenario 2

5. . . Termination of Incentive Entitlement and Repayment. . . Certain circumstances specific to the Selected Reserve (SELRES) constitute failure to complete the terms of the contract and include, but are not limited to, paragraphs a through c, below. . . For paragraphs a and b, below, repayment is at the discretion of the Secretarial Process when a member fails to complete a contract. ¶

¶

. . . a. . . It is Navy policy that, for members who accept assignment to Active Duty for Special Work (ADSW) or Active Duty Training (ADT), entitlement to an incentive shall be terminated by the member's Navy Operational Support Center Commanding Officer if the member does not return to a drilling status within 30 days after release from ADSW/ADT. ¶

¶

. . . b. . . If accepting an appointment as an Officer or Warrant Officer in the Selected Reserve, recoupment is required if less than one year of the current contract has been served. ¶

¶

. . . c. . . Members who move from one location to another may continue bonus eligibility if they remain in the SELRES and continue to participate satisfactorily. . . Commander, Navy Reserve Forces Command (CNRFC) will make every effort to transfer an incentive recipient who moves to a new location into a similar unit or one that can make use of the individual's rating. ¶

¶

..... Section Break (Next Page)



Scenario 2 - Corrected

5. . . Termination of Incentive Entitlement and Repayment. . . Certain circumstances specific to the Selected Reserve (SELRES) constitute failure to complete the terms of the contract and include, but are not limited to, subparagraphs 5a through 5c. . . For subparagraphs 5a and 5b, repayment is at the discretion of the secretarial process when a member fails to complete a contract. ¶

¶

. . . a. . . It is Navy policy that, for members who accept assignment to active duty for special work (ADSW) or active duty training (ADT), entitlement to an incentive must be terminated by the member's Navy operational support center commanding officer if the member does not return to a drilling status within 30 days after release from ADSW or ADT. ¶

¶

. . . b. . . If accepting an appointment as an officer or warrant officer in the SELRES, recoupment is required if less than 1 year of the current contract has been served. ¶

¶

. . . c. . . Members who move from one location to another may continue bonus eligibility if they remain in the SELRES and continue to participate satisfactorily. . . Commander, Navy Reserve Forces Command (COMNAVRESFOR) will make every effort to transfer an incentive recipient who moves to a new location into a similar unit or one that can make use of the individual's rating. ¶

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QUESTIONS & ANSWERS



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